

MEMORANDUM OF AGREEMENT

JOINT ADMISSIONS PROGRAM

**SOMERSET COMMUNITY COLLEGE (SCC)
WESTERN KENTUCKY UNIVERSITY (WKU)**

Introduction

Somerset Community College (SCC) and Western Kentucky University (WKU), two premier providers of postsecondary education in the Commonwealth of Kentucky, enter into this memorandum of agreement to create a joint admissions partnership that shall:

- Increase the numbers of associate's degrees completed by students in the greater Somerset region;
- Increase the number of bachelor's degrees completed by students in the greater Somerset region;
- Meet the higher education needs of a population increasingly interested in an affordable education close to home;
- Ensure the availability of a well-educated and skilled workforce that is vital to economic growth;
- Build upon the existing partnerships that have been forged between the two institutions of higher education;
- Serve as a pledge to our stewardship of public resources and trust;
- Raise the educational attainment rates of the region and Commonwealth; and
- Enhance the quality of life of our citizenry.

This agreement between SCC and WKU summarizes the cooperative efforts to promote the successful undergraduate education of students admitted to both institutions. We are entering into this agreement to better serve students and to create a partnership of mutual benefit to both institutions. It is expected that this effort will increase public awareness of the benefits of a partnership between SCC and WKU and result in additional innovative partnerships to promote expanded access to higher education for Kentucky students.

The following understandings will guide this effort, until modified or amended.

1. Purpose and goals

1.1 Through this Joint Admissions agreement, SCC and WKU will cooperate to promote successful undergraduate educational experiences for students who wish to attend both institutions. This partnership will result in better service to students and will increase the potential for more ambitious collaboration in the future.

1.2 More specifically, the goals of this partnership are to:

- Make it possible for students to be jointly admitted to both institutions;
- Eliminate barriers for students in attaining their educational goals, improving student success and degree attainment at the associate and baccalaureate levels;
- Reduce the time to degree for both associate and bachelor's degree students;
- Expand student options for college services;
- Improve academic program articulation;
- Expand financial aid resources to support "two plus two" students;
- Use resources at both institutions more efficiently and effectively; and
- Plan, develop, and align instructional programs at the undergraduate level.

2. Recruitment and Admissions of First Year Students

2.1 Recruitment of students will be the responsibility of both institutions. Students will be admitted through the joint admissions process using the freshman admissions requirements appropriate to each institution.

Fulfillment of minimum requirements does not guarantee admission to both institutions. Applicants are not allowed to ignore previous college work. Students who have completed less than twenty-four (24) earned hours are required to have completed the pre-college curriculum before transferring to WKU.

2.2 A joint application process will be available for eligible students.

2.3 Students who have already earned an AA or AS at SCC may take advantage of this program if certain requirements specific to a baccalaureate program can be met by further SCC coursework.

2.4 Students enrolled in the program will be required, as a condition of admission, to agree that their student records will be shared between and available to each institution.

3. Tuition and Fees

3.1 The WKU application fee will be waived for SCC students, provided the application for joint admission to WKU is submitted prior to completion of 30 semester hours with SCC.

3.2 Tuition and fees will be assessed based on the institution from which the student takes the course(s). WKU tuition and fees will be assessed for enrollment in WKU courses; SCC tuition and fees will be assessed for enrollment in SCC courses.

3.3 Tuition will be assessed at resident or non-resident rates, using 13 KAR 2:045 for determination of residency for admission and tuition assessment purposes.

4. Program Articulation and Advising

4.1 The management of the Joint Admissions Program and resulting articulation agreements between the two institutions will be coordinated through SCC and WKU.

4.2 Academic advising will be the joint responsibility of the two institutions, which will jointly train academic advisors. Joint staffing partnerships in the area of advising, particularly in the staffing of the SCC Transfer Center, will be available.

4.3 All students admitted through this program will have a university advisor assigned to them.

4.4 All advisors will encourage students in the program to complete the associate's degree, recognizing it as the most effective and efficient pathway in meeting the general education requirements for the baccalaureate degree.

4.5 Transfer frameworks correlating with SCC programs will be made available by WKU.

4.6 All 100- and 200-level courses offered on the SCC and WKU campuses (both on-campus and off-campus locations) will be provided by SCC, unless SCC declines to deliver a 100- or 200-level course required by a specific WKU program.

4.7 Problems relating to articulation, class content, chronology of content or course scheduling will be resolved by the Chief Academic Officers (or designees) at each institution.

5. Registration and Student Records

5.1 Students will register for courses through the regular registration processes at each institution. Jointly admitted students will be eligible for enrollment at both institutions.

5.2 SCC and WKU will be responsible for maintaining student records for jointly admitted students for coursework taken at the respective institutions.

5.3 Jointly admitted students will be coded and tracked in the Student Information Systems at both institutions. The institutions will work together to develop a secure, efficient process of information/ data interchange.

5.4 Each institution will designate a contact individual in the Admissions/Records Office.

6. Financial Aid and Scholarships

6.1 Financial aid will be available for qualified students who are jointly admitted.

6.2 Students will receive financial aid only through their “home institution” (which is determined by the enrollment status of the student). Applications for SCC and WKU scholarships will be available to jointly admitted students.

6.3 WKU will identify, expand, and promote transition scholarships for joint admission participants.

6.4 Students concurrently enrolled at both institutions under the agreement will complete the necessary steps with their “home institution” financial aid department to ensure proper remittance of tuition and associated fees at the delivering institution.

7. Student Grievances and Conduct

7.1 SCC agrees that no complaint or grievance by a student solely against or solely involving WKU and/or its administration, faculty, staff, services or facilities will be addressed through SCC grievance procedures and all such complaints or grievances shall be referred to the appropriate WKU institutional process or grievance procedure. Similarly, WKU agrees that no complaint or grievance by a student solely against or

solely involving SCC and/or its administration, faculty, staff, services or facilities will be addressed through WKU grievance procedures and all such complaints or grievances shall be referred to the appropriate SCC institutional process or grievance procedure.

7.2 Students participating in the Joint Admissions Program will comply with the conduct standards at both institutions. SCC and WKU may each intervene in cases of misconduct, particularly when cases involve health and safety. Students found in violation of conduct codes may receive sanctions from each institution.

7.3 SCC and WKU reserve the option to decide that only one institution will process a case of misconduct. SCC and WKU will create processes for reporting to the other when the institution has undertaken student conduct actions.

8. Marketing

8.1 Promotional plans and materials for the joint enrollment program will be subject to approval by each institution.

9. Student Services

9.1 Students in the Joint Admissions Program will have access to student services at both campuses. Services students may access at both institutions include, but are not limited to: student organizations, library services and athletic events.

10. Miscellaneous

10.1 This agreement offers opportunities for more effective and efficient use of faculty, facilities, and support services by SCC and WKU. Faculty and staff will be encouraged to develop cooperative efforts related to the delivery of courses and support services.


10.2 This agreement shall not create any rights in any third parties, specifically any students participating in the program. The only parties to this agreement are SCC and WKU.

10.3 This agreement may be terminated by either party. Notice must be provided in writing at least one semester in advance of the termination date. All students already participating in the program will be allowed to complete the program under the above requirements as long as they remain continuously enrolled in the program.

Conclusion


This agreement will allow for the deeper alignment of policies and procedures, providing seamless transitions for students consistent with the missions of both institutions. Collaboration between the institutions shall be based in a climate of trust and goodwill, with the goal of furthering innovations, best practices, and the general welfare of our students and the communities we serve.

SIGNATURES



Dr. Jo Marshall
President/CEO
Somerset Community College

7/31/12
Date



Dr. Gary A. Ransdell
President
Western Kentucky University

7/31/12
Date